

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Radio Operator

Our client, a multinational company, specialized in oil and gas, is looking for a “Radio Operator” to accompany its activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	6/2
Department	Health Safety Security & Environment (Security and Emergency response)
Reports to	Emergency Response Coordinator
Year	2022
Headcount	1

#### Job Purpose/Summary

The Radio Operator is responsible to receive and place calls for Company business using the switchboard and cellular phones

#### Key Accountabilities/Result Area

##### Principal accountabilities:

- Attend HSSE/Departmental meetings when not on duty.
- Carry out required tasks within the role defined on the emergency response plan.
- Accountable for helicopters flights tracking for security of crew and passengers.
- Accountable for boats movement tracking under custody.
- Accountable for telecom equipment's upkeep and availability under own responsibility.
- Use of all communication means (Satellite phone, VHF radio, cellular phone, UHF radio, e-mails, etc.) to transmit messages to the required parties.
- Accountable for company reputation of contacts over the phone as entry point.
- Accountable to send and receive faxes.
- Accountable for all mails and parcel services.
- Accountable for Logging phone calls for tracking or payment purposes.
- Accountable for making sure guards in all locations are awake through routine VHF Radio checks.

- Accountable for duty management team telephone contact while on duty through routine evening checks.
- Coordinates duty driver's movement after normal working hours, on weekends and public holidays.
- Follow up on call out for repairs in case of emergency (generator(s) plumbing and electrical problems) at the company locations after normal working hours, weekends, and public holidays

### **HSSE**

- Conduct in accordance with the company's HSE management system.
- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events, and trainings).
- Maintain and improve Company HSSE culture and performance.

**N.B:** The incumbent may perform other related duties as assigned by Company's Management.

### **Interface and Dimensions**

#### **Dimensions**


- The incumbent is part of a Team of twelve providing services to the entire company.
- No direct staff.

#### **Internal Interface**

- Company staff.
- External people and partners.

#### **External Interface**

- External Contractors.
- Local supplier.

  
Chick Tomoh Colmond  
3<sup>rd</sup> / June / 2022

## Key Challenges

- Liaising with technical stakeholder for the equipment upkeep and availability.
- Concentration of focus during helicopter flying operations.
- Interacting with diverse stakeholders.
- Matching up handling multi-tasks within the same time frame while keeping the focus

## Experiences / Competence & Requirements

- Qualification: "A" Level as the minimum requirement.
- Good communication skills.
- Be customer focused.
- High safety awareness
- Demonstrate personal effectiveness.
- Be a good team player.
- High level of honesty and integrity.
- Able to work in a very diverse multi-cultural and multi-disciplinary environment.
- Strong interpersonal skills


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*All interested candidates should submit a CV and cover letter to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com)/[www.tefonservices.com/latest](http://www.tefonservices.com/latest) June 15<sup>th</sup> 2022*

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*This vacancy is open to all interested candidates both internal and external*

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*Chick Timoh Edmond*  
*3<sup>rd</sup> / June / 2022*